1. **Call to Order, Roll Call**

The meeting was called to order by Joint Operating Committee Chairperson, Frank Frankenfield, at 7:40 p.m. in the JOC Board Room.

Present at the meeting were: Mr. Bold, Mr. Byrd, Mr. Champagne, Ms. Cunningham, Ms. Desai, Ms. Facchiano, Mr. Fedorcha, Mr. Frankenfield, Mr. Hein, Mr. Kennedy, Dr. Levinson, Ms. Maritch, Ms. Mathison, Mr. Rex, Ms. Roth, Mr. A. Smith and Mr. R. Smith.

Also present at the meeting were: Dr. Rushton, Mrs. Bader, Mr. Miller, Ms. Brna, Mr. Adam, Dr. Greenawalt, Ms. Loeffler, Mr. Kapadia, Mr. Serfass, Ms. Seiffert, Ms. Badu, Ms. Garcia, Ms. Applegate, Mr. Aretz, Ms. Barkley, Mr. Baylog, Mr. Brandmeir, Mr. Brensinger, Mr. Dabrowski, Ms. DeBlois, Mr. Ferrenchak, Mr. Ferguson, Mr. Geist, Ms. Heineman, Mr. Hontz, Mr. Hudoka, Mr. Keeler, Ms. Kiechel, Mr. Loeper, Ms. Lucas, Ms. Maletsky, Ms. Mariotti, Ms. McGrath, Mr. Midgett, Ms. Miller, Ms. Murray, Mr. Pachella, Mr. Peregrin, Mr. Pfanders, Ms. Lynch, Ms. Rarick Ms. Rarick-Knauss, Ms. Reed, Ms. Darragh, Mr. J. Scott, Mr. Shaner, Mr. Shirkness, Mr. Sikora, Mr. Staack, Mr. Taylor, Mr. Troxell, Mr. Tweed, Mr. Wabals, Mr. Welsh, Mr. Zimmerman

2. **Pledge of Allegiance**

Mr. Frankenfield led the Joint Operating Committee, staff and guests in the Pledge of Allegiance.

3. **Courtesy of the Floor**

Mr. Frankenfield welcomed guests and asked if anyone had anything to bring to the attention of the Board.

4. **Approval of the June 26, 2019 Meeting Minutes**

Mr. Bold moved, seconded by Mr. R. Smith to approve the minutes from the June 26, 2019 JOC meeting.

The motion was unanimously approved as follows:

In favor: (17) ... Bold, Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Levinson, Maritch, Mathison, Rex, Roth, A. Smith and R. Smith.

Opposed: (0) ...
5. **Chairperson Report** – Frank Frankenfield

Mr. Frankenfield reported that Personnel and Salary, Business and Finance, Public Relations, Education Committee, and Policy Committees met prior to the meeting and an Executive Session was held to discuss personnel items, negotiations, and legal issues.

6. **Administrative Report**

**Dr. Rushton:**

A. **Recognition of Sean Will, Supervisor of CTE.**

Dr. Rushton awarded Mr. Will a certificate for his leadership, teamwork and dedication to Lehigh Career & Technical Institute for supporting the facilities department.

B. **Welding Lab Update:**

- Change Order EC-02, Agenda (Item #27)
- Budget/Contingency Fund (handout)

Dr. Rushton gave the group the following updates on the Welding Lab:

- Lab roof complete; exterior panels are 80% installed. Windows will be installed in a few weeks.
- Connector roof steel is installed and roofing will install this week.
- Welding smoke collection units are installed on mezzanine.
- Interior concrete slabs are poured.
- Interior painting was started.
- Ductwork, plumbing and electrical are being installed.
- Welding booth mock-up was reviewed and approved last week.
- Project is delayed about three weeks due to weather. Punch list currently scheduled for 11/13.

C. **TAP Memorandum of Understanding (Item #30, letter H)**

This Memorandum of Understanding is between LCTI and the Bureau of Career and Technical Education. This MOU covers, NOCTI Pre-tests and study guides, teacher coaching clinics and Pennsylvania Inspired Leadership Program. This item is on the agenda tonight for approval.
Dr. Greenawalt:

A. Updates from the Curriculum Office.
   • Chapter 339 Audit 2019
   • Comprehensive Planning

Dr. Greenawalt provided a power point overview of Chapter 339 Audit that was completed in April 2019. LCTI is also currently working on the Comprehensive Plan that is due in March 2020.

Ms. Loeffler:

A. Communities in School Presentation (handout)

A power point presentation was shown to the JOC board from Communities in School personnel covering their mission, model, and overview of the services they provide.

7. Grants

Mr. Bold moved, seconded by Mr. R. Smith to approve:

A. Submission of the 2019-2020 Special Education Performance Grant to promote Competitive Employment in the amount of $30,000.

The motion was unanimously approved as follows:

In favor: (17) ... Bold, Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Levinson, Maritch, Mathison, Rex, Roth, A. Smith and R. Smith.

Opposed: (0) ...

8. Adult Workforce Education: Customized Program Proposals

Mr. R. Smith moved, seconded by Mr. Kennedy to approve:

A. The Adult Workforce Education Department to enter into an agreement with Boyle Construction for Carpentry Training, 75 hours, 8 students, at LCTI, dates TBD.

B. The Adult Workforce Education Department to enter into an agreement with Lafarge North America, Inc. for CDL/A Yard Jockey Training, 8 hours per student, at company site, September 3, 2019 to June 30, 2020.
C. The Adult Workforce Education Department to enter into an agreement with Lehigh Heavy Forge for CND Operator Milling and Turning Apprenticeship Training. 308 hours, at LCTI, minimum 8 students, two evenings per week from August 21, 2019 to May 27, 2020.

The motion was unanimously approved as follows:

In favor: (17) ... Bold, Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Levinson, Maritch, Mathison, Rex, Roth, A. Smith and R. Smith.

Opposed: (0)

Ms. Cunningham moved, seconded by Ms. Roth to approve:

9. **Adult Workforce Education: Personnel**

A. Termination of Thomas Wickel, Tractor Trailer Program Instructor (Part-time), effective August 14, 2019.

B. Resignation of Brock Williams, Adult Workforce Education Instructor – Small Gas Engines, effective August 10, 2019.

C. Tom Beil as Master Plumbers Apprenticeship Instructor at a rate of $60.00 per hour for the 2019/2020 school year effective September 9, 2019.

D. John DeVaynes, Adult Workforce Education Instructor – Electrical, at a rate of $30.00 per hour, effective August 28, 2019.

E. Alan Reigel, Adult Workforce Education Instructor – Logistics/Forklift Instructor, at a rate of $27.50 per hour, effective date September 9, 2019.

10. **Adult Workforce Education: Miscellaneous**

A. The Adult Workforce Education Department to enter into an agreement with Montgomery County Economic & Workforce Development to provide training services under the Workforce Innovation and Opportunity Act (WIOA), effective July 1, 2019 to June 30, 2020. (Attachment)

11. **Personnel Action: Resignations**

A. The resignation, due to retirement, of Patricia Eby-Manescu, Operational/Receptionist Secretary, effective July 12, 2019.
B. The resignation of Ana Abigail Cordero, Adult Workforce Education Evening School Secretary (part-time) and Substitute Secretary, effective July 26, 2019.

C. The resignation of Marie Brown, Food Service Worker (part-time) and Substitute Custodian, effective July 18, 2019.


E. The resignation of Angela Dalrymple, Food Service Worker (part-time) and Substitute Custodian, effective September 2, 2019.

12. **Personnel Action: Tenure Contract**

   A. A tenure contract for Brock Cahoon, Culinary Arts Teacher, effective August 24, 2019.

   B. A tenure contract for Veronica DeBlois, Emerging Health Professionals Teacher, effective August 24, 2019.

   C. A tenure contract for Steven Ring, CAP Building Trades Maintenance Teacher, effective August 24, 2019.

13. **Personnel Action: Professional Staff**

    A. The appointment of Ewa Galus, to the position of Dental Technology Teacher effective the first day of the 2019/2020 School Year. Ms. Galus will be placed on Step 13 of the BS/VOCII column of the 2019/2020 LCTIEA/PSEA/NEA salary guide.

    B. The appointment of Kendra Mueller to the position of Early Care and Education of Young Children Teacher effective the first day of the 2019/2020 School Year. Ms. Mueller will be placed on Step 6 of the BS+12/VOCII+12 column of the 2019/2020 LCTIEA/PSEA/NEA salary guide.

    C. The appointment of Derrick Savage to the position of Emerging Digital Media and Social Communications Teacher effective the first day of the 2019/2020 School Year. Mr. Savage will be placed on Step 16 of the M/MEQ/BEQ column of the 2019/2020 LCTIEA/PSEA/NEA salary guide.

14. **Personnel Action: Mentors**

    A. The appointments of the following personnel as Mentor Teachers for one calendar year beginning August 20, 2019 in Lehigh Career & Technical Institute's Induction Plan at a stipend rate of $850.00 plus an additional $200 stipend for two-days of attendance at the New Teacher Induction meetings in August (if attended with the new teacher):
• Jeffrey Doll (Haidy Soto – Pre-Engineering Teacher)
• Vicki Lynch (Kendra Mueller – Early Care & Education of Young Children Teacher)
• Tamara Karabinus (Derrick Savage - Emerging Digital Media/Social Communications Teacher)
• James Wabals (Ewa Galus – Dental Technology Teacher)
• Kenneth Midgett (Christopher Ruben - Computer Aided Drafting/Design Teacher)
• Joseph Peregrin (Nicole Schaffer – Short-term Substitute Cosmetology Teacher) – effective on Nicole’s first day in the position

15. Personnel Action: Support Staff

A. The appointment of Matthew Boehm to the position of Instructional Assistant – Trade Experienced Aide – Heavy Equipment Operator (Full-time position) effective August 20, 2019 at a rate of $19.90 per hour. For this position, 100% of Mr. Boehm’s hours will be charged to the general fund.

B. Hourly rate increases for the following Food Service Workers effective August 27, 2019:

- CarolAnn Adam - $13.85 per hour
- Linda Moya - $13.85 per hour

C. Marci Stappung as School and Community Outreach Coordinator (Full-time position) effective date September 3, 2019 at a rate of $29.37 per hour.

16. Personnel Action: Substitutes

When working as substitutes the individuals are considered employees-at-will without tenure rights under the School Code. The administration may delete substitutes from the approved list at any time for any reason during the school year.

A. The appointment of Nicole Schaffer to the position of Category B Short Term Substitute Cosmetology Teacher, effective during Ms. Keck’s leave of absence during a portion of the 2019/2020 school year, effective dates to be determined. Ms. Schaffer will be paid at the substitute rate of $220.00 per day with no fringe benefits.

B. James Washington as Substitute Teacher effective August 27, 2019.

C. The appointment of James Washington to the position of Category B Short-Term Part-time Substitute Social Studies Teacher, effective September 6, 2019 until further notice, but no later than the end of the 2019/2020 School Year at the preapproved Substitute rate of $110.00 per half day.

D. To rescind Todd Weber as Substitute Custodian, effective May 23, 2019.
E. The resignations of the following substitutes and to remove them from the corresponding substitute lists, effective August 29, 2019.

- Kathleen Hudak Substitute Teacher, Substitute Instructional Assistant
- Kyle Ebel Substitute Teacher
- Jessica Dalton Substitute Teacher, Substitute Health Officer/Health Assistant

F. The resignation of the following substitutes for not responding to reasonable assurance requests effective August 29, 2019:

- Tamara Fahringer Substitute Teacher
- Mary McCarrie Substitute Teacher
- Carla Nichols Substitute Secretary
- Lauren Sampson Substitute Secretary
- Sulenny DeJesus Falcon Substitute Food Service Worker
- Darlene Altrichter Substitute Secretary
- Dale Phillips Substitute Teacher
- Adam Boyd Substitute Custodian

G. The following lists of substitutes to be effective School Year 2019/2020 at the approved rates:

- Substitute Teachers
- Substitute Instructional Assistants
- Substitute Secretaries
- Substitute Miscellaneous Positions
- Emergency Sub List (retirees)

(Attachment)

17. **Personnel Action: Miscellaneous**

A. Payment to Brock Cahoon, Culinary Arts Teacher, for an additional 32 hours to provide food during the Nurses' Conference held on August 5, 6, and 7, 2019 at the JOC approved Non-Instructional Duties Rate – Level 1 of $30.03 per hour.

B. Payment to Robert Hudoka, Culinary Arts Teacher, for an additional 32 hours to provide food during the Nurses' Conference held on August 5, 6, and 7, 2019 at the JOC approved Non-Instructional Duties Rate – Level 1 of $30.03 per hour.

C. Frank Dibilio, Intervention Assistant to the Supervisor, to work a maximum of 100 hours for the purpose of LCTI Asset Inventory from August 20, 2019 through June 30, 2020. Mr. Dibilio will be paid at his approved instructional Assistant hourly rate (rate designated when school not in session) and will be supervised by Mr. Kurt Adam.
D. William Purcell, Print Technology/Graphic Imaging Teacher, for an additional 45 hours to complete print production assignments at the JOC approved Non-Instructional Duties Rate - Level 1 of $30.03 per hour effective August 6 – August 19, 2019. Mr. Purcell was supervised by Mr. Kurt Adam.

E. Scott Smith, School Police Officer, for attending an ASIS School Security Seminar at DeSales University on Tuesday, August 13, 2019. Officer Smith will be paid for seven (7) hours at his approved hourly rate.

F. The appointments of the following advisors and stipends for the 2019/2020 school year:

- Michael Bernadyn AYES Co-Coordinator $825
- Kevin Ferenchak AYES Co-Coordinator $825
- Jan Lucas FCCLA Co-Advisor $ 825
- Jennifer Jones FCCLA Co-Advisor $ 825
- Cyndee Barkley Marketing Distributive Education Assoc. (DECA) Advisor $1,650
- Joseph Peregrin Future Business Leaders of America (FBLA) Advisor $1,650
- Jillian Maletsky Health Occupations Students of America (HOSA) Co-Advisor $825
- Kristin Applegate Health Occupations Students of America (HOSA) Co-Advisor $825
- Ann Blacker National Technical Honor Society (NTHS) Co-Advisor $825
- Diane Rarick National Technical Honor Society (NTHS) Co-Advisor $825

The motion was approved as follows:

In favor: (17) ... Bold, Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Levinson, Maritch, Mathison, Rex, Roth, A. Smith and R. Smith.

Abstain: (2) ... Fedorcha (Item #C only), Kennedy (Item #16 – Substitute Miscellaneous and Emergency Sub list-retirees)

Opposed: (0) ...

18. **Curriculum**

Mr. Bold moved, seconded by Mr. Champagne to approve:

A. Payment to Kelly Cahoon, Instructional Coach, and Stacie Knehr Kutz, Instructional Technology Specialist, for preparation of materials for the August Induction program held on August 12 -15, 2019. Teachers will be paid five (5) hours each at the professional related duties rate for the 2019/2020 school year. Costs will be paid by the Curriculum Budget.
B. Payment to Kelly Cahoon, Instructional Coach and Stacie Knehr-Kutz, Instructional Technology Specialist, for hours completed facilitating New Teacher Induction on August 12-15, 2019. Teachers will be paid for a total of forty-two (42) hours at the facilitator rate of $45.00 an hour. Costs to be paid by the Curriculum Budget.

<table>
<thead>
<tr>
<th>Date</th>
<th>Teacher</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 12, 2019</td>
<td>Kelly Cahoon</td>
<td>7</td>
</tr>
<tr>
<td>August 12, 2019</td>
<td>Stacie Knehr Kutz</td>
<td>7</td>
</tr>
<tr>
<td>August 13, 2019</td>
<td>Kelly Cahoon</td>
<td>7</td>
</tr>
<tr>
<td>August 14, 2019</td>
<td>Kelly Cahoon</td>
<td>7</td>
</tr>
<tr>
<td>August 15, 2019</td>
<td>Kelly Cahoon</td>
<td>7</td>
</tr>
<tr>
<td>August 15, 2019</td>
<td>Stacie Knehr Kutz</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td><strong>Total Hours</strong></td>
<td><strong>42</strong></td>
</tr>
</tbody>
</table>

C. Payment to Kelly Cahoon, Instructional Coach for finalizing the Induction Program plan and the Mentor Guidebook for a maximum of fifteen (15) hours at the professionally related duties rate for the 2019/2020 school year. Costs to be paid by the Curriculum Budget.

D. Payment to Donna Miller, English Teacher and Donald Brensinger, Wellness and Fitness Teacher, to update Levels 1 and 2 Professional Development Program (PDP) for an additional 6.5 hours at the professional related duties rate for the 2019/2020 school year effective through August 2019. Costs to be paid by the Curriculum Budget.

E. Payment to Kristin Applegate and Veronica DeBlois, Emerging Health Professional Teachers, Jonell Kiechel and Michaelina Greenawalt, Exercise Science and Rehabilitation Teachers, for the development of curriculum and learning activities integrating the Electronic SIM Mannequin. Teachers will be paid for a total of fifty-one (51) hours at the professional related duties rate for the 2019/2020 school year effective through August 2019. Costs to be paid by the Curriculum Budget.

<table>
<thead>
<tr>
<th>Date</th>
<th>Teacher</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 19, 2019</td>
<td>Kristin Applegate</td>
<td>7</td>
</tr>
<tr>
<td>July 19, 2019</td>
<td>Veronica DeBlois</td>
<td>7</td>
</tr>
<tr>
<td>July 19, 2019</td>
<td>Michaelina Greenawalt</td>
<td>7</td>
</tr>
<tr>
<td>July 19, 2019</td>
<td>Jonell Kiechel</td>
<td>7</td>
</tr>
<tr>
<td>August 6, 2019</td>
<td>Kristin Applegate</td>
<td>8</td>
</tr>
<tr>
<td>August 6, 2019</td>
<td>Veronica DeBlois</td>
<td>8</td>
</tr>
<tr>
<td>August 6, 2019</td>
<td>Jonell Kiechel</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td><strong>Total Hours</strong></td>
<td><strong>51</strong></td>
</tr>
</tbody>
</table>

F. Payment to the following teachers for work completed for the Teacher in the Workplace Grant: Health and Human Services Academy Development Program, Agreement #5187.
and Digital Badges/Micro-Credentials for Continuous Learning Program, Agreement #5192. The cost will be paid by the Teacher in the Workplace Grant.

<table>
<thead>
<tr>
<th>Date</th>
<th>Teacher</th>
<th>Grant #</th>
<th>Rate</th>
<th>Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/8-7/16/2019</td>
<td>Kristin Applegate</td>
<td>5187</td>
<td>$34.00</td>
<td>19</td>
<td>$646.00</td>
</tr>
<tr>
<td>7/8-7/16/2019</td>
<td>Veronica DeBlois</td>
<td>5187</td>
<td>$34.00</td>
<td>19</td>
<td>$646.00</td>
</tr>
<tr>
<td>7/17/2019</td>
<td>Kelly Cahoon</td>
<td>5187</td>
<td>$34.00</td>
<td>6.5</td>
<td>$221.00</td>
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<tr>
<td>7/17/2019</td>
<td>Kristin Applegate</td>
<td>5187</td>
<td>$34.00</td>
<td>6.5</td>
<td>$221.00</td>
</tr>
<tr>
<td>7/17/2019</td>
<td>Jonell Kiechel</td>
<td>5187</td>
<td>$34.00</td>
<td>6.5</td>
<td>$221.00</td>
</tr>
<tr>
<td>7/17/2019</td>
<td>Heather Mariotti</td>
<td>5187</td>
<td>$34.00</td>
<td>6.5</td>
<td>$221.00</td>
</tr>
<tr>
<td>7/17/2019</td>
<td>Veronica DeBlois</td>
<td>5187</td>
<td>$34.00</td>
<td>6.5</td>
<td>$221.00</td>
</tr>
<tr>
<td>7/19/2019</td>
<td>Donna Lobach-Berger</td>
<td>5192</td>
<td>$34.00</td>
<td>2.5</td>
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<tr>
<td>7/24-8/1/2019</td>
<td>Donna Lobach-Berger</td>
<td>5192</td>
<td>$34.00</td>
<td>4</td>
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<tr>
<td>7/22-8/1/2019</td>
<td>Keith Lyons</td>
<td>5192</td>
<td>$34.00</td>
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<tr>
<td>8/6-8/8/2019</td>
<td>Donna Lobach-Berger</td>
<td>5192</td>
<td>$34.00</td>
<td>4</td>
<td>$136.00</td>
</tr>
<tr>
<td>8/23/2019</td>
<td>Michaelina Greenawalt</td>
<td>5187</td>
<td>$34.00</td>
<td>2.5</td>
<td>$85.00</td>
</tr>
<tr>
<td>8/23/2019</td>
<td>Jonell Kiechel</td>
<td>5187</td>
<td>$34.00</td>
<td>2.5</td>
<td>$85.00</td>
</tr>
</tbody>
</table>

The motion was unanimously approved as follows:

In favor: (17) ... Bold, Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Levinson, Maritch, Mathison, Rex, Roth, A. Smith and R. Smith.

Opposed: (0) ...

19. **Committee Reports: Personnel & Salary**

   Mr. R. Smith stated there was no report tonight.

20. **Committee Reports: Business & Finance**

   Mr. Kennedy stated there was no report tonight.

21. **Committee Report: Policy Committee**

   1. The following policies are for review:

      A. Policy #103 – Nondiscrimination in School and Classroom Practices
      B. Policy #103.1 – Nondiscrimination Qualified Students with Disabilities

   2. The following policies are for First Reading:

      A. Policy #702 – Gifts, Grants, Donations
      B. Policy #717 – Fitness Center

   There are no polices for a Second Reading and approval.
22. **Committee Report: Public Relations**

The Public Relations Committee drafted a set of public relations goals to guide their actions during the 2019-2020 school year and shared them with the JOC.

A. The latest batch of marketing videos are completed. They included Academic Center overview, two Academic Center profiles, and Applied Horticulture profile and an Electrical Technology Profile.

B. The ANIZDA Board approved the rent waiver of $7,500 for Senior Recognition Night 2020. Tentative date is Thursday, May 28 with a backup date of Thursday, May 21.

23. **Committee Report: Education Committee**

A. LCTI is introducing the on-line forms that are required for students to complete so they can participate in the lab activities at LCTI.

B. LCTI will be actively promoting the roll out of the Census 2020.

C. The enrollment numbers per district were discussed.

D. NOCTI Digital badges were reviewed.

E. Chapter 339 findings and a Corrective Action Plan was outlined.

24. **PSBA Elections:**

Mr. Kennedy moved, seconded by Mr. Bold to approve:

A. JOC discussion regarding the PSBA Slate of Candidates for 2020 (Attachment)

B. To approve the selection of the PSBA Officers by a show of hands to be recorded by the LCTI Board Secretary in the electronic voting system for the following officers:

<table>
<thead>
<tr>
<th>CANDIDATES</th>
<th>YES VOTES</th>
<th>NO VOTES</th>
<th># OF ABSTENTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>President Elect (one-year term): Art Levinowitz, Upper Dublin SD (Montgomery Co.)</td>
<td>17</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Vice-President Elect (one-year term): David Hein, Parkland SD (Lehigh Co.)</td>
<td>17</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

C. Vote for two PSBA Insurance Trust Trustees. There are currently two seats open and two candidates (term ends December 31, 2022).
The motion was approved as follows:

In favor: (17) ... Bold, Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Levinson, Maritch, Mathison, Rex, Roth, A. Smith and R. Smith.

Opposed: (2) ... R. Bold, R. Smith (Item #C only)

25. **Occupational Advisory Council Members**

Mr. Bold moved, seconded by Mr. R. Smith to approve:

A. To add the following new members effective June 26, 2019:

- Auto Body/Collision Repair
  - Harry Mericle, Jr.

- Diesel Heavy Truck Technology:
  - Eric Andersen
  - Matthew Hallock

- Electromechanical/Mechatronics
  - Chad Hammerly

- Painting & Decorating
  - Jeremy Alderfer

- Web Design/Web Programming
  - Jeffrey Reed

B. To remove the following members effective August 28, 2019:

- Applied Horticulture
  - Kirk Brown

- Criminal Justice
  - Ann Marie Egizio
The motion was unanimously approved as follows:

In favor: (17) … Bold, Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Levinson, Maritch, Mathison, Rex, Roth, A. Smith and R. Smith.

Opposed: (0) …

26. **Conferences**

Mr. Fedorcha moved, seconded by Mr. Kennedy to approve:

A. Kelly Cahoon, Instructional Coach, to attend the LEAD19 conference in State College, PA on October 13 – 14, 2019. The total cost of the conference to LCTI will be $577.19 for registration, hotel and travel expenses. Costs to be paid by the Curriculum Budget.

B. Jeffrey Doll, SOC Indoor/Outdoor Maintenance Teacher, to attend the ISSA Show North America 2019 in Las Vegas, Nevada on November 17-23, 2019. Mr. Doll will participate in four certification workshops to become certified in CIMS ISSA Certification Expert, CMI Carpet Care Certification, ISSA CMI Basic Restroom Certification, and CMI Hard Floor Care Certification. These certificates relate to the digital badge curriculum embedded into the program taught by Mr. Doll. The total cost of the conference to LCTI will be $3,143.34 for registration, hotel and travel expenses. Costs to be paid by the Curriculum Budget. Substitute costs of $650.00 to be paid by the General Fund.

C. Stacie Knehr Kutz, Instructional Technology Specialist, to attend the 2019 PACTA Fall Workshop for CTE Technology Coordinators in State College, PA on September 26-27, 2019. The total cost of the conference to LCTI will be $354.96 for registration, hotel and travel expenses. Costs to be paid by the Curriculum Budget.

D. The following teachers to attend the 2019 Integrated Learning Conference in State College, PA on November 6-8, 2019. The total cost of the conference to LCTI will be $4,019.22 for registration, hotel and travel expenses. The total substitute cost will be $1,170.00. The $4,019.22 to be paid by the Curriculum Budget. The substitute cost to be paid by the General Fund.

Teachers:

- Kelly Cahoon, Instructional Coach
- James Geist, Carpentry Teacher
- Lisa Heineman, Mechatronics Teacher
- Stacie Knehr Kutz, Instructional Technology Specialist
- Taylor Lindsey, Social Studies Teacher
- Regina Naradko, Guidance Counselor
The motion was unanimously approved as follows:

In favor: (17) … Bold, Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Levinson, Maritch, Mathison, Rex, Roth, A. Smith and R. Smith.

Opposed: (0) …

Mr. Bold moved, seconded by Mr. R. Smith to approve:

27. **Bond Fund – Change Orders**

A. Change Order EC-02 dated August 20, 2019 attached hereto under the Contract dated December 14, 2018 awarded for Construction to Billitier Electric, Inc. for the LCTI Welding Lab Addition Project. The amount of the Change Order is an increase of $12,198.93 resulting in an increase of the previous contract amount of $438,348.80 to a new contract amount of $450,547.73. The Change Order is for the cost of materials and labor and related costs due to revisions for owner equipment changes for various new equipment. (Attachment)

   Note: EC-02 is for electrical changes due to several newly purchased pieces of lab equipment, with the main item being the new large plasma machine. The large size of the new plasma machine also resulted in moving several other pieces of equipment for it to fit.

   This all occurred after the originally designed electrical components were on-site and some already roughed-in, resulting in re-ordering and re-doing work.

   There is also an upcoming plumbing change order for water and gasses as a result of the same new equipment.

B. The Change Order PC-01 dated August 28, 2019 attached hereto under the Contract dated December 14, 2018 awarded for Construction to Vision Mechanical, Inc. for the LCTI Welding Lab Addition Project. The amount of the Change Order is an increase of $11,182.00 resulting in an increase of the previous contract amount of $274,233.00 to a new contract amount of $285,415.00. The Change Order is for the cost of materials and labor and related costs due to revisions for owner equipment changes for various new equipment. (Attachment)

   Note: PC-01 is for plumbing changes due to several newly purchased pieces of lab equipment, with the main item being the new large plasma machine. The new large plasma unit required a dedicated water line, special desiccant air drier and other piping/gas revisions.
28. **List of Bills**
   
   A. The List of Bills (Attachment)

   B. List of Bills – 2017B Proceeds

29. **Financial Reports**

   Mr. Bold moved, seconded by Mr. R. Smith to approve:

   A. Combined Treasurer's Report (Attachment FR #1)
   B. Investment Report (Attachment FR #2)
   C. Term Investment Detail Report (Attachment FR #3)
   D. Capital Projects 2017B Fund Investment Report (Attachment FR#4)
   E. Revenue Summary Report - General Operating Fund (Attachment FR #5)
   F. Expenditure Summary Report - General Operating Fund (Attachment FR #6)
   G. Revenue Summary Report - Academic Center Fund (Attachment FR #7)
   H. Expenditure Summary Report - Academic Center Fund (Attachment FR #8)
   J. Welding Lab Construction Detail Report (Attachment FR#10)
   K. Bond Fund Budget Sources & Uses by Month – 2017B Proceeds (Attachment FR#11)
   L. Student Activity Report (Attachment FR#12)

   The motion was approved as follows:

   In favor: (17) ... Bold, Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Levinson, Maritch, Mathison, Rex, Roth, A. Smith and R. Smith.

   Opposed: (0) ...

   Abstain: (1)... Rex (Item #27, Item 28B, Item 29A)

   Mr. Fedorcha moved, seconded by Ms. Facchiano to approve:

30. **Miscellaneous**

   **2019/2020 Student Parent Handbook**

   A. The following addendum applies to the 2019/2020 Student Parent Handbook:
   The Student Handbook includes summaries or descriptions of Joint Operating Committee (JOC) Policies, which relate to student conduct. The summaries or descriptions of policies are intended to acquaint the parents and students with the JOC policy, but are not intended to be an exhaustive review of the complete policy text. All parents and students
are expected to review the full text of the policies since student conduct is not only governed by the Code of Student Conduct set forth in the Student Handbook, but also by the JOC Policies that are referenced herein.

**Max Teaching, Inc.**

B. Payment to MAX Teaching, Inc. for presenting one (1) day of professional development on August 21, 2019. Costs, not to exceed $3,714.59, include the workshop, required textbook plus travel. Cost will be paid by the 2019/2020 Perkins Grant. (Attachment)

Note: At the June 2019 meeting, the amount was listed as "not to exceed $3,693.50" and the motion is being revised as "not to exceed $3,714.59".

**Transportation Contracts 2019-2020**

C. Entering into the transportation contracts for the 2019-2020 school year. Selection of the carrier during the 2019-2020 school year will be based on the specific trip details and availability. (Attachment)

**Conrad Siegel Actuaries**

D. The attached Participation Agreement for Enrollment for Education Solutions (the Participation Agreement) which entitles LCTI to sublicense licenses for Microsoft products licensed to the Lancaster Lebanon Intermediate Unit 13 under a Microsoft Campus and School Agreement (the Microsoft/IU Agreement). LCTI by entering into Participation Agreement shall also be bound by the Microsoft/IU Agreement. The enrollment period under Participation Agreement shall commence on August 1, 2019 and terminate on July 31, 2024. The cost under Participation Agreement is computed annually based upon the number of staff members and student enrollments for each contract year.

**Spotts, Stevens, and McCoy**

E. Agreement with Conrad Siegel Actuaries, 501 Corporate Circle, Harrisburg, PA 17110 for GASB 45/75 valuation services for <200 fulltime employees in the amount of $5,100. The agreement will terminate on December 31, 2021. (Attachment)

Note: GASB 45/75 is an accounting and financial reporting provision requiring government employers to measure and report on their financial statements the liabilities associated with other (than pension) postemployment benefits (or OPEB). Reported OPEBs may include post-retirement medical, pharmacy, dental, vision, life, etc.
Pennsylvania School District Liquid Asset Fund


Note: A new sub account was added to distinguish the new third party administrator for our Flexible Spending Account. For online security reasons, the document details were not included on the attachment on BoardDocs. A handout with the details can be found in your folder.

Cafeteria Plan

G. To approve the resolution that adopts the Cafeteria Plan including a Health Flexible Spending Account and Dependent Care Flexible Spending Account effective September 1, 2019. (Attachments)

Note: Beginning September 1, 2019, LCTI is utilizing a new Third Party Administrator (TPA), PNC Benefits Plus for the Flexible Spending Accounts administration. This IRS required Plan Document and Plan Summary is another step in the conversion process to the new TPA and replaces the previous Plan Document and Plan Summary in place with our former TPA.

Technical Assistance Program

H. The Technical Assistance Program (TAP) Memorandum of Understanding with Pennsylvania Department of Education assuring participation in the listed TAP activities for the 2019-2020. (Attachment)

Appointment of Presiding Officer

I. Administration recommends that the JOC approve the resolution to appoint the JOC Solicitor to serve as presiding officer/hearing examiner/hearing officer for the JOC Board to convene and conduct due process hearings.

Resolution for Appointment of Hearing Officer/Hearing Examiner/Presiding Officer for Due Process Hearings:

Pursuant to 2 Pa.C.S §101 (“presiding officer”), and 2 Pa.C.S. Chapter 5, Subchapter B (“Practice and Procedure of Local Agencies”), and Pennsylvania Appellate case law, the Joint Operating Committee (JOC) resolves that the JOC Solicitor be appointed to serve as a hearing officer/hearing examiner/presiding officer for the JOC for all matters where an eligible party makes a request for a hearing before the JOC. The JOC Solicitor shall rule on any pre-hearing matters and convene a hearing to accept evidence and create a full and
complete record for the JOC, and thereafter draft a proposed adjudication for the JOC’s review and consideration. The JOC Solicitor is empowered to convene such hearings on behalf of the JOC whether a quorum of the JOC will be present, a committee of the JOC will be present, or no JOC members will be present.

The motion was unanimously approved as follows:

In favor: (17) … Bold, Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Levinson, Maritch, Mathison, Rex, Roth, A. Smith and R. Smith.

Opposed: (0) …

31. **New Business**

Mr. Frankenfield thanked all the teachers for their service and professionalism.

32. **Adjournment**

Mr. Bold moved, seconded by Mr. R. Smith to adjourn the meeting at 8:45 p.m.

In favor: (17) … Bold, Byrd, Champagne, Cunningham, Desai, Facchiano, Fedorcha, Frankenfield, Hein, Kennedy, Levinson, Maritch, Mathison, Rex, Roth, A. Smith and R. Smith.

Opposed: (0) …

Respectfully submitted,

Patricia T. Bader, PCSBA
Business Administrator/Board Secretary